

School Admissions Arrangements 2024-2025

Version Control: V3 secondary information and new guidance from DCC			
Date approved:	February 2023	Review planned:	February 2024
Signed: S Armitage			
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Our School is part of Embark Federation. We are required to set and publish our own admissions criteria.

Our admission applications are managed through the Derbyshire Co-ordinated Admissions Scheme and are in line with the Derbyshire Admission arrangements for community and voluntary controlled schools.

The Pupil Admission Number (PAN) for each of the school's within the Embark Federation are

- Aldercar High School PAN:** 120 per year group, years 7-11
See separate policy for Aldercar High School Post 16 provision
- Aldercar Infant School PAN:** 50 per year group, ages rising 5 to 7
- Chaucer Infants School PAN:** 60 per year group, ages rising 5 to 7
- Chaucer Junior School PAN:** 60 per year group, ages rising 7 to 11
- Field House Infant School PAN:** 60 per year group, ages rising 5 to 7
- Heath Primary School:** PAN 45 per year group, ages rising 7 to 11
- Horsley Woodhouse Primary School:** PAN 15 per year group, ages rising 5 to 11
- Howitt Primary Community School:** PAN 60 per year group, ages rising 5 to 11
- Kilburn Junior School:** 50 per year group, ages rising 7 to 11
- Ladywood Primary School:** PAN 45 per year group, ages rising 5 to 11
- Longford CofE Primary School:** PAN 18 per year group, ages rising 5 to 11
- Richardson Endowed Primary School:** PAN 30 per year group, ages rising 5 to 11
- Riddings Junior School:** **PAN 60 per year group**, 60 per year group, ages rising 7 to 11
- St George's CofE Controlled Primary School:** PAN 30 per year group, ages rising 5 to 11
- Waingroves Primary School:** PAN 35 per year group, ages rising 5 to 11
- William Rhodes Primary & Nursery School:** PAN 30 per year group, ages rising 5 to 11

Individual pupils who have a statement of special educational needs or an Education & Health Care Plan (EHCP) which names the School will be admitted.

In deciding on admissions, the following order of priority will be adopted.

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission.
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.
5. In the case of church schools, children whose parents request a place on religious grounds.
6. Other children whose parents have requested a place.

Where, in the case of 2,3,4,5, and 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school will be given preference.

Tie Breaker

When in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the academy), the allocation of a place will be by lot.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area.

Definitions

Living in the normal area is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements.

The term brother or sister includes: (a) a half-brother and/or a half-sister (b) a legally adopted child being regarded as a brother or sister (c) a step-brother and/or step-sister residing in the same family unit

Route Measurement

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools. For further information please follow the link to the Derbyshire published admissions arrangements web page.

Application Process

Application forms are distributed by Derbyshire County Council and should be returned to them by the date given on the website by one of the following methods:

- Apply online – www.derbyshire.gov.uk/admissions
- Apply by phone. Ring Derbyshire County Council on 01629 533190. The call centre is open between 8am and 8pm, Monday to Friday, and Saturdays 9.30am to 4pm.
- If for some reason you are unable to make an application online, please ring the Admissions and Transport Team on 01629 537479.

In the event of a place being unavailable, an Appeal procedure is available. Appeal forms may be obtained from the Admissions and Transport Team at Derbyshire County Council or via our website. The completed form should be returned to the Admissions and Transport Team at Derbyshire County Council who will pass them to the academy.

Appeals are heard by an Independent Appeals Panel, but organised by the school. Appeals are heard as soon as reasonably possible after the refusal of a place, but normally within 30 school days of being lodged.

All data is processed in line with the new GDPR Regulations, May 2018

Visits by prospective parents are always welcome. Please come and meet the headteacher and have a tour of the school.

Please contact the school via the school office all details are on our website.

Admission of Children Outside their Normal Age Group

Parents of gifted and talented children, summer-born children, or those who have experienced problems or missed part of a year, for example, due to ill health, can seek places outside their normal age group.

A determination on the exceptional circumstances will be made by the school based on the information provided by the parent.

Where the decision is to refuse admission there is no right of appeal if the child is offered a place in another year group in the school.

Children of UK Service Personnel

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas the admission authority must:

allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria.

Waiting Lists

Under the co-ordinated scheme, the LA will maintain a waiting list for Reception, Year 3, Year 7 intake until the end of the autumn term. The academy will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the academy's appropriate form and they will be ranked according to our oversubscription criteria as described above. We have to admit any student who is admitted through the appeal process. We may also have to admit any student who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such students take precedence over the waiting list.

In Year Admissions

Admissions mid-year for any year group, and for Reception, Year 3, Year 7 after the end of the autumn term, will be dealt with in accordance with this policy and will be administered by the academy. An application form may be obtained online at www.derbyshire.gov.uk/admissions.

False Information

Where the Authority has made a single offer of a place at a school on the basis of a

fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

Where it is established that the place was obtained on the basis of a fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

Moving and transferring schools

It is important that parents keep the Headteacher informed when they are considering changing schools, as we have a duty to inform the Authority of any child that we believe has left our school and has not provided any information on their destination and education provision. If we are unable to establish your child's new school, we would have to refer them as a missing child to the Children Missing from Education Officer. As a result, your child's name may be kept on a missing register and efforts will be made to trace them. It is also important to know about a new school so that we can send on your child's records.

This is departmental guidance from the Department for Education. It is non-statutory, and has been produced to help parents understand their obligations and rights in relation to elective home education. This guidance is for parents, especially those educating children at home or considering doing so.

If you have any questions about elective home education please email: cs.ehe@derbyshire.gov.uk or tel: 01629 532843.